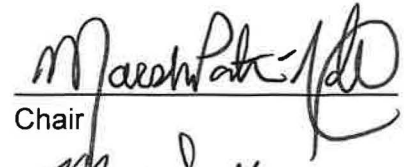




## POLICY MANUAL

Section: I – Administrative – General

Approved:

  
Chair

Policy No. 1.A.17

  
Vice Chair

Originating Dept.: Administration

Subject: Title VI Policy

  
Commissioner

Effective Date: November 21, 2023

Replaces: N/A New Policy

- 
- I. **Purpose:** The purpose of this policy is to ensure compliance with the requirements Title VI of the Civil Rights Act of 1964, 42 U.S.C § 2000d ("Title VI") and related statutes and regulations. Additionally, the policy's purpose is to provide a protocol for complaints. The Title VI Coordinator(s), as defined below, is/are authorized to ensure compliance with this policy, Title VI and related statutes and regulations.
- II. **Policy Statement:** La Plata County ("County" or "La Plata County") prohibits discrimination based on race, color, national origin, sex, disability or age in its services, programs or activities. It is the policy of the County that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the grounds of race, color, national origin, sex, disability or age. La Plata County likewise does not discriminate in its hiring or employment practices. Furthermore, the County has adopted a separate Americans with Disabilities Act Policy, Policy No. I.A.15, to ensure compliance with the requirements of Title I and Title II the Americans with Disabilities Act of 1990 ("ADA") and provide a protocol for grievances under the ADA.
- III. **Applicability and Compliance:** This policy (and the grievance procedures adopted pursuant to it) applies to all departments and offices that are part of La Plata County government unless:
- A separate, individualized policy for a specific department has otherwise been approved by the Board of County Commissioners for use by the department based on its discrete needs. Any such specifically adopted policy will be noted in Appendix A to this policy, which Appendix A the County Manager will maintain and update as needed; or

- b. An elected official adopts a separate policy, and accompanying procedures, for its office. Any elected official that adopts its own policies and procedures will designate their own Title VI coordinator and inform the County Manager of adoption of a policy and the name of the office Title VI coordinator and provide copies to the County Manager.

Each department director, board of health member, and/or elected official is responsible for ensuring compliance with this policy or adopted individualized policy, as applicable. To the extent that any department or office has its own adopted plan but has not set forth its own grievance procedures, the general procedures created pursuant to this policy shall control.

This policy also applies to contractors, agents and anyone else who acts on behalf of La Plata County, as well as any agency or organization to which La Plata County extends federal financial assistance, including but not limited to grants, training, use of equipment, donations of surplus property, and other assistance.

- IV. Title VI Coordinator:** The individual(s) named as the person(s) responsible for administering this policy. Such person(s) are responsible for ensuring compliance with the provisions of Title VI and related statutes and regulations.

Based on unique, individual needs of certain departments, the County Manager may name separate Title VI Coordinators for specified departments. The contact information for each such coordinator shall be listed in Appendix A, which will be updated from time to time as necessary.

Each Title VI Coordinator appointed under this policy is responsible for:

- Maintaining and reviewing the County's Title VI policy;
- Providing reports as required;
- Processing complaints regarding Title VI compliance, including investigations and reporting as required;
- Conducting reviews and Title VI assessments of programs or projects receiving federal funds;
- Developing and distributing, as appropriate, Title VI information; and
- Resolving any deficiency status and determining any necessary remedial action.

- V. Prohibited Discrimination:** Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification may be a form of prohibited discrimination. Harassment and retaliation may also be prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability or age include: (1) denial to an individual any service, financial aid, or other benefit; (2) distinctions in the quality, quantity, or manner in which a benefit is provided; (3)

segregation or separate treatment; and (4) restriction in the enjoyment of any advantages, privileges, or other benefits provided. Discrimination may include lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated in a discrimination investigation.

- VI. Complaint Procedure:** Complaints that a La Plata County program, service or activity excludes or discriminates individuals based on race, color, national origin, sex, disability or age should be filed, in writing, within 180 days from the last date of the alleged discrimination. Reasonable efforts will be made to assist persons with disabilities, non-English speakers and others unable to file a written complaint. For assistance in filing a complaint, please contact La Plata County's general Title VI Coordinator.

Complaints related to violation of this policy should be directed to the general La Plata County Title VI Coordinator and/or the specific individuals, if any, assigned to act as coordinator for specific departments. The appropriate Title VI Coordinator shall investigate the complaint in accordance with established grievance procedures. Title VI grievance procedures established pursuant to this policy are available from the County's website. Such procedures may be updated as necessary by the general Title VI Coordinator, after review by the County Attorney's Office.

- VII. Employee Relations:** The County's employee relations policies govern employment-related complaints of discrimination based on race, color, national origin, sex, disability or age. Any such complaint should be made to the La Plata County Human Resources Dept., 1101 E. 2<sup>nd</sup> Ave., Durango, CO 81301, in writing and contain information about the alleged discrimination such as name, address, phone number of the complainant and location, date and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. The La Plata County Human Resources Director, or their designee, shall investigate the complaint in accordance with La Plata County's established grievance procedure. The grievance procedure for employees is available from, may be updated as necessary by, the La Plata County Human Resources Director.

## **APPENDIX A**

(Updated November 21, 2023)

### **List of Title VI Coordinators**

#### **General Title VI Coordinator**

Deputy County Manager  
County Administration Building  
1101 East Second Avenue  
Durango, CO 81301  
Telephone: 970-382-6211  
Email: countyadmin@lpcgov.org

#### **Department Specific Title VI Coordinators**

1. Department of Human Services Title VI Coordinator  
Martha Johnson, Human Services Director  
10 Burnett Ct.  
Durango, CO 81301  
Telephone: 970-382-6146  
Email: mjohnson@lpcgov.org

1. *Reserved*

#### **Department Specific Title VI Plans**

1. Department of Human Services  
County Civil Rights Plan, Adopted March 28, 2023
2. Public Works,  
Title VI Plan for CDOT FHWA Subrecipient, Adopted September 26, 2023

#### **Elected Officials Specific Title VI Plans and/or Coordinators**

1. *Reserved*